

Division of Consumer Affairs
Fire Alarm, Burglar Alarm and
Locksmith Advisory Committee
124 Halsey Street, 6th Floor, P.O. Box 45042
Newark, New Jersey 07101
(973) 504-6245
www.njconsumeraffairs.gov/fbl



# **Application for an Alarm License** (N.J.A.C. 13:31A-3.1)

# **Instructions to Applicants**

#### **General Information**

An individual who applies for both a fire alarm license and a burglar alarm license must file separate applications. Indicate at the top of the application whether you are applying for a burglar alarm license or a fire alarm license.

The nonrefundable application fee must be paid in the form of a check or money order made payable to the State of New Jersey. The application fee for the first alarm license application is \$150.00. The application fee for a second alarm or locksmith license application is \$100.00.

The application must be neatly printed or typewritten. All sections of the application must be fully completed before the application can be processed. If the application is not of sufficient size to furnish the required information, a supplemental sheet of the same size may be enclosed with the application (please refer to the section for which you have used the supplemental sheet).

A full-face photograph, two inches by two inches in size, must be signed and dated on the reverse side and attached to the application. Do not staple the photograph to the application.

Fully answer all questions with regard to the Criminal History and Child Support sections of the application. Your application may be delayed or denied should your responses require further review.

The Affidavit section of the application must be executed and signed in the presence of a notary public.

All applicants seeking licensure to engage in the burglar alarm or fire alarm business shall:

- 1. Be at least 18 years of age;
- 2. Be of good moral character pursuant to N.J.S.A. 45:5A-27;
- 3. Not have been convicted of a crime of the first, second or third degree within 10 years prior to the filing of the application for licensure;
- 4. Not have been convicted of the fourth degree offense of engaging in the unlicensed practice of electrical contracting;
- 5. Hold a high school diploma or equivalency certificate;
- 6. Have successfully completed the burglar alarm or fire alarm examination, as applicable to the field in which the applicant is seeking a license, set forth in N.J.A.C. 13:31A-3.2; and
- 7. Have immediately preceding the submission of the application completed at least four years experience in the burglar alarm or fire alarm business, which consists of one of the following:
  - Practical hands-on experience, which shall include a minimum of 6,720 hours, working with tools in the installation, alteration, or repair of wiring for fire alarms, burglar alarms and/or electronic security systems, and 80 hours of technical courses applicable to the field in which the applicant is seeking licensure which includes:
    - Two (2) hours of training in the Barrier Free Subcode, N.J.A.C. 5:23-7;
    - Two (2) hours of training in the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the Barrier Free Subcode;
    - Two (2) hours of training in the Americans with Disabilities Act Code, 36 C.F.R. 1191;
    - Two (2) hours of training in industrial safety;
    - Two (2) hours of training in New Jersey law and rules governing the provision of burglar alarm, fire alarm, and locksmithing services; and
    - 70 hours of training in trade-related subjects; or

- A bachelor's degree in electrical engineering and one year of practical hands-on experience for a minimum of 1,680 hours; or
- A one-year course in the study of trade-related electronics at a technical school and three years of practical hands-on experience for a minimum of 5,040 hours.

Your application will be reviewed by the Advisory Committee once you have satisfied these preliminary requirements.

## **Criminal History Review**

If your application is preliminarily approved, you will undergo a Criminal History Record Background Check.

All applicants for a license issued by the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee are required to submit to a Criminal History Record Background Check. Please fully complete the enclosed Certification and Authorization form and return the form with the license application. The form must be completed in its entirety, executed and signed in the presence of a notary public, and returned to the Advisory Committee office with your application for a license. The Committee will then provide you with instructions on how to obtain fingerprints. Once your fingerprints have been submitted to the Criminal History Review Unit, a full review will be performed and a determination will be made regarding your eligibility to be licensed.

An application for licensure will not be processed until the results of the Criminal History Record Background Check have been reviewed by the Committee.

## **Alarm Licensing Examination**

A qualified applicant who has satisfactorily completed the Criminal History Review will be approved to take an alarm licensing examination. The applicant will receive an approval letter from the Advisory Committee and a Candidate Information Bulletin which includes a registration form and instructions about the examination. An applicant must successfully pass all sections of the examination as a prerequisite to receiving a burglar alarm or fire alarm license.

Information regarding the burglar alarm and fire alarm licensing examinations, including content outlines and subject references, may be found at www.prometric.com. Once you are at the website, click "Exams by State," and then click "Burglar/Fire Alarm/Locksmith License Exams."

A listing of approved sponsors who provide classes which may be helpful to applicants seeking to obtain alarm and locksmith licenses is available at our website at <a href="https://www.njconsumeraffairs.gov/fbl">www.njconsumeraffairs.gov/fbl</a>.

The Advisory Committee does not require that you take classes from approved sponsors and cannot verify that classes are being provided to applicants. You may contact a sponsor to inquire whether classes are being provided.

Topic codes:

TECBA - Techinical Burglar Alarm
TECLD - technical Locks
L/C - Laws/Codes
TECES - Technical Fire Alarm
TECBF - Technical Burglar Alarm & Fire Alarm
TECBF - Technical Burglar Alarm & Fire Alarm
TECRF - Technical Residential Smoke Detection
BUS - Business



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# **Applicant for Fire and Burglar Alarm License Submissions Checklist**

#### Applicant:

Please review this checklist before sending in your application. Any materials not included may cause a delay in the processing

of your applicat	ion.
	The application (Please note that <i>every</i> section must be filled out including, but not limited to, child support, student loans and Social Security number.)
	The application fee
	One (1) full-face passport size (2"x 2") photo of your head and shoulders taken within the past six months
	The Criminal History Background Check Form (Certification and Authorization)
	Citizenship Documentation (if necessary)
	Certifications of Practical Experience (One certification is required if you are an employee, but two certifications are required if you are the owner of a business.)
	The application must be properly executed and notarized.
The applicant <b>n</b>	nust have one of these types of qualifications:
	Four (4) years (6,720 hours) of acceptable practical hands-on experience.
	In addition, you <i>must</i> provide proof of having completed 80 hours of approved technical training in the following:
	<ul> <li>Two (2) hours Barrier Free Subcode (N.J.A.C. 5:23-7);</li> <li>Two (2) hours N.J. Uniform Construction Code, exclusive of the Barrier Free Subcode;</li> <li>Two (2) hours Americans with Disabilities Act Code, 36 <u>C.F.R.</u> 1191;</li> <li>Two (2) hours Industrial Safety;</li> <li>Two (2) hours of training in New Jersey law and rules governing the provision of burglar alarm, fire alarm and locksmithing services; and</li> <li>70 hours of training in trade-related subjects.</li> </ul>
	Submit proof of having earned a Bachelor's Degree in Electrical Engineering and one year (1,680 hours) of acceptable practical hands-on experience.

\*\* Out-of-state licensees *must* provide proof of having completed the following training:

hours) of acceptable practical hands-on experience.

- Two (2) hours Barrier Free Subcode (N.J.A.C. 5:23-7);
- Two (2) hours N.J. Uniform Construction Code, exclusive of the Barrier Free Subcode;

□ Submit proof of completion of a one-year course of study in trade-related electronics and three years (5,040

- Two (2) hours Americans with Disabilities Act Code, 36 C.F.R. 1191;
- Two (2) hours Industrial Safety; and
- Letter(s) of Good Standing from any state or jurisdiction where he/she is or was licensed as well as copies of the licenses issued to him/her by those states or jurisdictions.

Attach a clear, full-face passport-style photograph (2"x 2") of your head and shoulders, taken within the past six months.

A photograph is required with each application.

Do not use staples to attach the photograph.

Indicate the license for which you are applying:



#### New Jersey Office of the Attorney General

Division of Consumer Affairs Fire Alarm, Burglar Alarm and Locksmith Advisory Committee 124 Halsey Street, 6th Floor, P.O. Box 45042 Newark, New Jersey 07101 (973) 504-6245

	ice Use Only	
Approved		
Ву		
Date		
Rejected		
Ву		
Date		
Reason:		

Year

# **Application for an Alarm License**

Application date:

Month

		Burgla	r Alarm License				,
		Fire Al	arm License				
be submand the	nitted ched	d with t ck is re	his application. (App	of \$150 in the form of a checolicants should understand the due to insufficient funds, the	nat if the application	filing fee is paid	with a personal check,
consent other re of recor your pla	. How eque: d, we ace o	wever, sts (by e will a of resid	you are required to p putting a check in t assume that you have ence, you should p	disclosing to the public the provide an address that may the appropriate box). If you consented to have that address of record ust include a street, city, states	be released to the pur provide your place ress be disclosed. If y other than your pla	Iblic in our direct e of residence a you do not conse	ories or in response to s your public address ent to the disclosure of
Informa Act (OP	tion RA).	that yo	u provide on this ap	plication may be subject to	public disclosure as	required by the	Open Public Records
Please p	rint c	learly. Y	ou must answer all of	the questions on this applicati	on.		
Perso	nal	Info	rmation		Date	of birth:	nth Day Year
					Place	e of birth:	City State
1. Nar	ne	<ul><li>☐ Mr.</li><li>☐ Mrs</li><li>☐ Ms.</li></ul>	5	First name	Middle initia	(	Maiden name
2. Add	dress						
	Hor	ne:	Street or P.O. Box	City	State	ZIP code	County
			Telephone number (inc	ude area code)		E-ma	nil address
	Busi	iness: _		Name of company		Telephone num	ber (include area code)
		-	Street	City	State	ZIP code	County
	Mai	ling: _	Street or P.O. Box	City	State	ZIP code	County

3.	Social Security Number				
	You <b>must</b> provide your Social Security number to the Board or Committee. Failure to do so may result licensure or certification.	in der	nial/no	nrenev	wal of
	*Social Security Number:				
	*Pursuant to <u>N.J.S.A</u> . 54:50-24 <u>et seq</u> . of the New Jersey taxation law, <u>N.J.S.A</u> . 2A:17-56.44e o Support Enforcement Law, Section 1128E(b)(2)A of the Social Security Act and 45 <u>C.F.R</u> . 60.7,60.8 Committee is required to obtain your Social Security number. Pursuant to these authorities, the Boa obligated to provide your Social Security number to:	and (	60.9, tl	he Boa	ard o
	a. the Director of Taxation to assist in the administration and enforcement of any tax law, including for compliance with State tax law and updating and correcting tax records; and	the pu	irpose (	of revie	ewing
	b. the Probation Division or any other agency responsible for child support enforcement, upon re-	eques	t.		
4.	Citizenship / Immigration Status				
	Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. ci To comply with this federal law, check the appropriate box below which indicates your citizenship/immigra a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation iss Citizenship and Immigration Services (USCIS).	ation s	tatus. I	f you a	re not
	☐ U.S. citizen				
	☐ Alien lawfully admitted for permanent residence in U.S.				
	☐ Other immigration status				
	Questions about your immigration status and whether or not it is a qualifying status under federal law s USCIS at: 1-800-375-5283.	hould	d be dir	ected	to the
5.	Student Loan				
	Are you in default in regard to any student loan obligation(s)?		Yes		No
	If "Yes," you must obtain documentary evidence that you have reached an arrangement with the bank or vyour student loan, for the eventual repayment of the loan. You will not be able to obtain a license required documents concerning the plan for repayment of your student loan.				
6.	Child Support (You must answer a, b, c and d.)				
	Please certify, under penalty of perjury, the following:				
	a. Do you currently have a child-support obligation?		Yes		No
	(1) If "Yes," are you in arrears in payment of said obligation?		Yes		No
	(2) If "Yes," does the arrearage match or exceed the total amount payable for the past six months?		Yes		No
	b. Have you failed to provide any court-ordered health insurance coverage during the past six months?		Yes		No
	c. Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding?		Yes		No
	d. Are you the subject of a child-support-related arrest warrant?		Yes		No
	In accordance with N.J.S.A. 2A:17-56.44d, an answer of "Yes" to any of the questions a(1) through of licensure or certification. Furthermore, any false certification of the above may subject you to a not limited to, immediate revocation or suspension of licensure.				
	Applicant's name (please print)  Applicant's signature		Date		

7.	listed; however, motor vehicle of	offenses such as driving whi judgment of conviction ar	or traffic offenses such as parking or speed ile impaired or intoxicated must be disclos and the release from parole or probation. I oplication.)	ed.) 🗆 Yes 🗆 No
8.	Do you currently hold, or have any other state, the District of C		onal or occupational license or certificate jurisdiction?	of <b>any</b> kind in New Jersey,
	If "Yes," for each license or certification and different name, please provide		(s) held and the number(s). If the license or o	certificate was issued under
		Last nam	ne First name	Middle initial
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
9. 10.	any other state, the District of Have you ever been cited for d	Columbia or in any other isciplinary reasons or den	ied a professional or occupational licens	$\square$ Yes $\square$ No e or certificate of any kind
11.		ssessment of fines or other	n any other jurisdiction?  penalties) ever been taken against your properties, any other state, the District of Columbia of	
12.			related to the practice of fire and burglar a n New Jersey, any other state, the District o	
13.			ofessional or occupational license or cer istrict of Columbia or in any other jurisdi	
14.	Are there any criminal charges other jurisdiction?	s now pending against you	u in New Jersey, any other state, the Dist	rict of Columbia or in any $\Box$ Yes $\Box$ No
15.	or occupational group related t	o the practice of fire and b	ing before any employer, association, soc ourglar alarm installation, alteration and r the District of Columbia or in any other	epair or other professional
				☐ Yes ☐ No
			s 9 through 15, is "Yes," provide a cong documentation, on separate sheets of p	

# **Education**

What is the name and address of the high school	you attended:		
		Nan	ne of high school
Street address	City	State	ZIP code
What years did you attend high school?			
Did you graduate from high school? $\Box$ You	es 🗆 No		
f "Yes," what was the date of your graduation?			
f "No," did you study to receive a G.E.D. certifica		□ No	
f "Yes," please provide the name and address of the date the certificate was issued.	he educational institution	on that issued your	G.E.D. certificate and the
Name of educational institution:		State	ZIP code
	City	State	ZIP code
Date certificate was issued:			
f applicable, provide information about a Bachelo of a one-year course of study which you have cor of your diploma, certificate, or official transcript to echnical training.	npleted in trade-related	electronics at a tec	chnical school. Attach a co
Name and location of college or school		Years	Date graduated or complete
rume and rocation of conege of sensor		- Cuis	gradated or complete
		_	I

Name and location of college or school	Years	Date graduated or completed
	From	
	То	
	From	
	То	
	From	
	То	

#### **Experience**

- 1. Detailed Statement of Experience
  - An applicant qualifying to take the Alarm Examination must provide proof of the following:
  - a) At least four years of practical hands-on experience, a minimum of 6,720 hours, working with tools in the installation, alteration or repair of wiring for fire alarms, burglar alarms and/or electronic security systems. (Practical hands-on experience shall not include time spent supervising, engaging in the practice of engineering, estimating and performing other managerial tasks relevant to the alarm business.) The applicant must also provide proof of the completion of 80 hours of training, which includes 10 hours of courses on topics specified by the Advisory Committee and 70 hours applicable to the field in which the applicant is seeking licensure; *or*
  - b) Proof of having earned a Bachelor's Degree in Electrical Engineering and one year, a minimum of 1,680 hours, of practical hands-on experience (see previous page re: education); or
  - c) Proof of having completed a one-year course of study in trade-related electronics at a technical school and three years, a minimum of 5,040 hours, of practical hands-on experience (see previous page re: education).

Dates  Month/Year to  Month/Year	Give a detailed account of the hands-on practical experience, required by a), b) or c) above, working with tools in the installation, alteration or repair of wiring for fire alarms, burglar alarms and/or electronic security systems. Attach copies of W2 forms or notarized affidavits from all employers to verify your experience. Use additional sheets of paper if necessary.			
MOHIII/ feat	Employer's name and address	Duties		
From				
То				
From				
From				
From				

2. If applicable, as required by a) above, list the 80 hours of technical training which you have successfully completed. Attach copies of certificates held or other documentation to verify the training.

The 80 hours of technical training shall include two hours of training in the Barrier Free Subcode, N.J.A.C. 5:23-7, two hours of training in the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the Barrier Free Subcode, two hours of training in the Americans with Disabilities Act Code, 36 <u>C.F.R.</u> 1191, two hours of training in industrial safety, two hours of training in New Jersey law and rules governing the provision of burglar alarm, fire alarm and locksmithing services, and 70 hours of training in trade-related subjects.

Title of training	Name of provider	Location	Number of hours	Date completed

# **A**FFIDAVIT

# This affidavit is to be executed by the applicant before a notary public:

State of:		
County of:		ss.
Locksmith Advisory Committee for lice and the Rules of the Fire Alarm, Burgla that all information provided in conn	ensure or certification under the ar Alarm and Locksmith Advis ection with this application i ilure to make full disclosures	king this application to the Fire Alarm, Burglar Alarm and ne provisions of Title 45 of the General Statutes of New Jersey ory Committee, swear (or affirm) that I am the applicant and s true to the best of my knowledge and belief. I understand may be deemed sufficient to deny licensure or certification rate issued by the Committee.
	ith Advisory Committee, N.J.,	et seq., together with the Rules and Regulations of the A.C. 13:31A, and fully understand that in receiving licensure by them.
purpose of verifying my qualifications	for licensure or certification	ny present and past employment and other activities for the I further authorize all institutions, employers, agencies and eral or foreign) to release any information, files or records
		Signature of applicant
Sworn and subscribed to before me the day of	nis 	Affix seal here
Name of Notary Public (please	print)	
Cignature of Notary Dublic		



Division of Consumer Affairs Fire Alarm, Burglar Alarm and Locksmith Advisory Committee 124 Halsey Street, 6th Floor, P.O. Box 45042 Newark, New Jersey 07101 (973) 504-6245



# Alarm License Certification of Practical Experience

An applicant who is an employee of an alarm business must submit one (1) form for each employer who can certify the applicant's practical experience. An applicant who is an owner of an alarm business must submit two (2) forms from other business owners engaged in the alarm industry who can certify the applicant's practical experience. You may make copies of the form as needed.

of the form as needed.				
A separate form must be completed for each reference you are	e submitt	ing with your application	n for	a license.
Indicate the category of license for which you are applying:		Burglar Alarm License		Fire Alarm License
Please print clearly.				
————App	licant	t ———		
Name				
Street address	City	State		ZIP code
Telephone number (include area code)				
Refe			,	
Name				
Company name				
Street address	City	State		ZIP code
	,			Zii codc
Telephone number (include area code)				
The applicant noted above has made application for a license		by the Fire Alarm, Burg	ar Al	arm & Locksmith Advisory
Committee and has asked you to certify his/her practical expension	rience.			
How long have you known the applicant?				
2. The applicant has owned an alarm business for _		years; or		
The applicant has been employed in the alarm bu	isiness fo	or years.		
This Affidavit must be exec	uted be	ore a Notary Public. <b>—</b>		
		•		provided herein with regard
I,, swear or af to the applicant is true to the best of my knowledge and belief		an or the information in	ανερ	novided herein with regard
		Signature	of refere	ence
Sworn and subscribed to before me this				
day of,,				
Month.				
Name of Notary Public (please print)		(Affix	seal he	ere
, and a constant peace printy			,	
Signature of Notary Public				



Division of Consumer Affairs

Fire Alarm, Burglar Alarm and
Locksmith Advisory Committee

124 Halsey Street, 6th Floor, Newark, NJ 07102



# Alarm - Important Certification and Authorization Form

The Division of Consumer Affairs is required to conduct criminal history record background checks of all applicants for burglar alarm, fire alarm and locksmith licensure (N.J.S.A. 45:5A-26 and 35). In order for the Division to conduct a criminal history record background check, you must complete the enclosed Certification and Authorization Form and return it to:

#### Fire Alarm, Burglar Alarm and Locksmith Advisory Committee P.O. Box 45042 Newark, New Jersey 07101

Upon receipt of a completed application form and the Certification and Authorization Form, the Committee will forward to you information you will need to schedule an appointment to have your fingerprints electronically recorded by Morpho Trust USA. The recording of your fingerprints is necessary to conduct the criminal history record background check. Please note that you will be required to pay a \$62.70 fee to Morpho Trust; *do not* send this fee when returning your form to the address above.

If you were fingerprinted after November 2003 as part of the criminal history record background check process for licensure or certification by any other Board or Committee of the New Jersey Division of Consumer Affairs (a background check conducted for the Department of Education, another state agency or another state does not apply) you *will not* be required to be fingerprinted a second time. However, the Division *must* perform a *criminal history record background check* each time you apply for licensure or certification. The fee for this background check will be \$17.50. Payment should be made in the form of a check or money order payable to the State of New Jersey and should accompany your application packet.

**Enclosure** 

# Official Use Only Dual License License Type 1 Applicant's Number License Type 2 Applicant's Number

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## New Jersey Office of the Attorney General

Division of Consumer Affairs Board of Examiners of Electrical Contractors Fire Alarm, Burglar Alarm and Locksmith Advisory Committee P.O. Box 45042 Newark, New Jersey 07101 (973) 504-6245

Official Use Only					
Resubmit					
Board or Committee					

# CERTIFICATION AND AUTHORIZATION FORM FOR A CRIMINAL HISTORY BACKGROUND CHECK

Di	rections: Answer a	all of the questions on th	nis form.					
1.	Name ☐ Mr. ☐ Mrs. ☐ Ms.	Last	First	Middle	(	Maiden Name	)	
2.	Address	Street or P.O. Box	City	5	State	ZIP code		
3.	Date of birth	th // / Sex:	☐ Male ☐ Fem	ale				
4.	Social Security n	umber/	_/					
5.	Have you completed the fingerprinting process for any <b>Board or Committee of the New Jersey Division of Consulation Service</b> Affairs since November 2003?  If "No," you will receive a separate mailing from the Board or Committee regarding the criminal history rebackground check process. No payment is necessary as of now.  If "Yes," please provide the following information and follow the instructions outlined below:							
		d or committee requiring the fingerprint	O .		and year you were fir	0 1		
	conducted for th required to be fin each time you ap	erprinted after Novemberny other <b>Board or Com</b> e Department of Educangerprinted a second time of the ply for licensure or certor money order payable	ntion, another state age ne. However, the Divisi tification. <b>The fee for tl</b>	ncy or another ston must perform and service is \$17.	ate does not a criminal his <b>50.</b> Payment	apply) you will natory background of should be made it	ot be check in the	
6.	Have you ever be speeding violation	peen arrested and/or coons need not be listed.)	onvicted of a crime or	offense? (Minor to	raffic offense No		ng or	
	Every such convider order and termina	ction on record must be o	disclosed. A true copy of applicable, must be subr	every police repor	t, judgment o n. Anv docum	of conviction, sente	ncing olover	

**Note:** Copies of judgments, sentencing and termination of probation orders may be obtained from the clerk of the county where those orders, disposing of the conviction, were issued and filed.

or supervisor letters of reference, if applicable) which present clear and convincing evidence of rehabilitation **must** be submitted

with this form. Failure to follow these instructions may result in the denial of an initial application.

**Your continuing responsibility to disclose convictions of crimes or offenses**: You **must** notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has been completed.

# **C**ERTIFICATION

Signature of applicant	Date
LIBERTY <sub>AND</sub> PRO	DSPERITY
I certify that the foregoing statements made by me are true. I am a me are willfully false, I am subject to punishment.	ware that if any of the foregoing statements made by
I voluntarily consent to a thorough investigation of my present and of verifying my qualifications for certification or licensure. I further governmental agencies and instrumentalities (local, state, federal or requested by the Board or Committee.	authorize all institutions, employers, agencies and all
I,, in makin certification or licensure, certify that I am the applicant and that al application is true to the best of my knowledge and belief. I under make full disclosures may be deemed sufficient to deny certification revoke a certificate or license issued by the Board or Committee.	erstand that any omissions, inaccuracies or failure to
THE	